

JOB OPENING

Public Employee Retirement Administration Commission (PERAC)

OFFICIAL TITLE: Nurse Case Manager

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Provides direct case management services to members who have applied for and/or have retired from public employment due to a disability.

DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES

1. Professionally and accurately manages the flow of information relating to the Restoration to Service Process under the supervision of the Senior Nurse Case Manager, as mandated by the PERAC Disability Unit procedure.
2. Communicates accurate information in a professional and timely manner, to retirement boards, physicians, vendors, members and attorneys, based on PERAC Disability Unit procedures or as advised by the Senior Nurse Case Manager.
3. Participates in Quality Assurance team, making site visits to physician offices, completing QA medical report reviews, participates in reviews on any complaints submitted to PERAC by any party involved in the MP/CME/RTS process.
4. Develops appropriate case management plans and facilitates return to work for those members found able to perform the essential duties of the job, based on PERAC Disability Unit procedures or as advised by the Senior Nurse Case Manager.
5. Prepares professional, accurate forms, letters and other communications consistent with PERAC Disability Unit procedures.
6. Involved in preparing, scanning, and documenting CME/RTS documents into member's PROSPER file to accurately render appropriate clinical decisions based on PERAC's Disability Unit procedures or as advised by the Senior Nurse Case Manager.
7. Develops and applies a working knowledge of Chapter 32 and the disability regulations.
8. Authorizes payment for services rendered in the CME/RTS process.
9. Develop training materials for agency sponsored educational presentations/seminars/workshops, etc. and present topics using various venues.
10. Assists Senior Nurse Case Manager in the RFP process for new vendors and renewal of existing contracts as they pertain to the CME/RTS process.
11. Reviews updated medical information from disability retirees in accordance with Chapter 32, § 8 (Restoration to Service Process).
12. Continue to work with IT Department to report any PROSPER issues as they arise and work on developing enhancements and reports as needed.
13. Perform other work related duties or special projects assigned by the Senior Nurse Case Manager.

QUALIFICATIONS REQUIRED AT HIRE: (List knowledges, skills and abilities)

Excellent interpersonal and communication skills; effective organizational abilities; familiarity with word processing and data management software; strong data entry skills; prior experience in disability or occupational health related fields beneficial; working knowledge of c. 32 and related laws and regulations as they pertain to the Disability Unit a plus.

MINIMUM ENTRANCE REQUIREMENTS:

A degree in nursing and active nursing license

LICENSE AND/OR CERTIFICATION REQUIREMENTS:

Active nursing license

QUALIFICATIONS / ATTRIBUTES:

Ability to communicate effectively both verbally and in writing. Ability to use technology to conduct research, manage databases, utilize application software programs, and produce written documents, reports and analysis. Ability to multitask and work independently and ability to work cooperatively with others, to be part of a team, to work together. Ability to exercise sound judgement when handling confidential information. Ability to be flexible and adapt to and work effectively as the situation changes. Ability to prioritize responsibilities and understand and meet deadlines.

SALARY RANGE: 62,000 – 82,000

Please submit your resume online at: <https://massanf.taleo.net/careersection/ex/jobsearch.ftl>

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.